MARAC PROGRAM
OCTOBER 12-13, 1973

B-Beginner | A-Advanced | G-General

FRIDAY MORNING 9:30-10:30

Arrangement of Archives (B-Conyngham)
Alan Weinberg, City Archivist of Philadelphia
Basic instruction and practical advice: provenance, record groups, series; packing, labelling, shelving.

Arrangement of Manuscripts (B-Wickes)
Richard Jacobs, Special Assistant, Pres.Libraries
Basic instruction in physical and intellectual control: artificial and organic collections, accruals, print material. Emphasis on contemporary collections.

Handling Non-Manuscript Items (Printed) (G-Barney)
Evert Volkersz, Special Collections, SUNY-Stonybrook
Options for arranging printed materials according to archival principles.

Personnel and Workplace Situations: Recruitment and Selection (G-Jones)
Frank Evans, Special Assistant, Academic Liaison, National Archives
Avenues of preparation for archival work; sources of candidates for positions; current legal requirements for advertising and filling jobs.

Administering Small College Archives (A-Robinson)
John M. Clayton, Jr., University Archivist, University of Delaware
Practical guidelines for scheduling, arranging, describing and disseminating college records; overview of archivist's duties within staff, temporal and financial limitations.

FRIDAY MORNING 10:45-11:45

Description of Archives (B-Conyngham)
Miriam Crawford, University Archivist, Temple University
Basic instruction on finding aids.

Description of Manuscripts (B-Wickes)
Patricia Vanorny, Maryland Hall of Records
Survey of options, including card catalog, register, index, etc., indicating common elements and variations in their functions.

The IRS and the Archivist (G-Barney)
Francis Renhert, Philadelphia IRS
Current requirements in the appraisal of literary holdings for tax purposes; exchange of opinions on federal attitudes towards appraisals.

Personnel and Workplace Situations: Professional Development (G-Jones)
Edward Weldon, Editor, American Archivist and Elsie Freivogel, Archives of American Art
What comprises professional growth; what happens when growth is antagonistic to administrative needs or personalities.

Physical Security: the Records (G-Robinson)
Edith Blendon, Acting Archivist, Princeton University
Protecting records without sacrificing their free and open availabilty.

LUNCHEON 12:00-1:00 Barry and Biddle Rooms

FRIDAY AFTERNOON 1:30-2:30

Copyright, Fair Use and Literary Rights (G-Conyngham)
Waldo H. Moore, Copyright Office, Library of Congress
Legal concepts and instances of their application; obligations of the depository and the user; current directions in the law.

Problems of Administering a Manuscript Collection (B-Barney)
David Maslyn, Assistant Librarian for Manuscripts and Archives, Sterling Memorial Library, Yale University
Administrative concerns in the small institution.

Humidity and Deacidification (G-Wickes)
Wilbur R. Poole, Chief, Document Restoration Section, National Archives
Gale Fields, Archival Restoration Associates, Philadelphia
Inexpensive but efficient expedients to humidify and deacidify paper holdings.

Personnel and Workplace Situations: Affirmative Equal Opportunity (G-Jones)
Rosiland Johnson, Office of the General Counsel, Equal Employment Opportunity Commission
Affirmative action requirements, goals and realities.

The By-laws and Constitution of MARAC (G-Robinson)
Moderator to be announced
Goals and directions for MARAC.

FRIDAY AFTERNOON 2:45-3:45

Selective Vocabulary: Archivists and Manuscript Curators (B-Barney)
E. Alan Thompson, Archivist, National Archives
Presentation of a basic common working vocabulary.

Determining the Research Value of a Manuscript Collection (G-Conyngham)
Richard H. Lytle, Archivist, Smithsonian Institution
Procedures for assessing collections.

Special Projects (Wickes)
To be announced

Personnel and Workplace Situations: Professional/Administrative Relations (G-Jones)
To be announced

What To Do Before the Architect Comes (Workshop-Presbyterian Historical Society, 425 Lombard Street [7 blocks south of Holiday Inn])
G. Edwin Brumbaugh, FAIA, Gwynedd, Pennsylvania
Frederick Schalow, Records Researcher, Presbyterian Historical Society
Workshop session in the language of space and in translating work patterns into space needs.

FRIDAY EVENING 8:00 PM Business Meeting (Conyngham and Wickes)

SATURDAY MORNING 9:30-10:30

Arrangement of Archives (B-Conyngham)
Mabel Deutrich, Director, Military Archives Division, National Archives
Basic instruction and practical advice: provenance, record groups, series; packing, labelling, shelving.

Arrangement of Manuscripts (B-Wickes)
Patricia Vanorny, Maryland Hall of Records
Basic instruction in physical and intellectual control: artificial and organic collections, accruals, print material. Emphasis on contemporary collections.

Manuscript Program Development: Focus of Collection (A-Jones)
William A. Hunter, Pennsylvania Historical and Museum Commission
Guidelines for assessing a collection's holdings; acquisitions techniques conforming to a particular focus; expanding or strengthening a collection, or changing its focus.

Role of Advisory and Lay Governing Bodies (A-Robinson)
Dale Fields, Executive Director, The Historical Society of Delaware
Appropriate bounds of lay authority; relation of administrative and professional staff to these groups; maximizing their usefulness.

Special Resource Materials: Black History (G-Barney)
Stanton Biddle, Assistant Director for Development, Howard University Library
Possible areas of research not yet considered for ethnic and social history; resources already held in various collections.

SATURDAY MORNING 10:45-11:45

Description of Archives (B-Conyngham)
Shonnie M. Finnegan, University Archivist, SUNY-Buffalo
Basic instruction on finding aids.

Description of Manuscripts (B-Wickes)
Carolyn Hoover Sung, Manuscript Division, Library of Congress
Survey of options, including card catalog, register, index, etc., indicating common elements and variations in their functions.

Manuscript Program Development: Acquisitions (A-Jones)
Jack Ericson, Microfilm Corporation of America
Acquisition vs. purchase; when to buy, how to choose a dealer, field work, assessing the potential in a field.

Protection Versus User Service (A-Robinson)
Arthur Breton, Curator of Manuscripts, Archives of American Art
Attitudes of archivists toward protection of records (case histories); raising the consciousness of archivist and historian towards each other's obligations.

Special Resource Materials: Women's History (G-Barney)
Elizabeth Ten Houten, Librarian, American Association of University Women
Overview of material in several institutional collections; survey of proposed NEH-AHA guide to resources in women's history.

SATURDAY LUNCHEON 12:00-2:00 (Barry and Biddle)

SATURDAY AFTERNOON 1:00-2:00 Special Session

Experience of the National Archives in Restoring Personnel Records Damaged by Fire at the National Military Personnel Records Center, St. Louis (Barry and Biddle)

SATURDAY AFTERNOON 1:00-2:00 Special Session (continued)

Walter W. Stender, Assistant Archivist of the United States for Federal Records Centers.
Slide talk on the recent fire and the techniques being used to restore and sort the records, including freeze-drying and computer indexing.

SATURDAY AFTERNOON 2:00-3:00

Problems of the Small Historical Society (G-Wickes)
William H. Toner, Wyoming Historical and Geological Society
Problems confronting a lone administrator/professional in a small agency.

Rare Books (G-Robinson)
Gordon Marshall, Library Company of Philadelphia
Definitions, care, usage, protection; bibliography; cataloging and processing.

Manuscript Program Development: Educational Programs and Publicity (A-Jones)
Joan C. Hull, Assistant Director, New Jersey Historical Society
Planning a documentary publication program; commercial microfilm and reprint industry; rationale of exhibits; staff publications.

Retention and Disposition of Institutional Records (G-Conyngham)
Connis O. Brown, Jr., Archivist, Virginia State Library
Systematic appraisal and disposition of private and semi-private institutional records.

Special Resource Materials: Jewish History (G-Barney)
Rita Gordon, Frederick, Maryland
Possible areas of research not yet considered for ethnic and social history; resources already held in various collections.

SATURDAY AFTERNOON 3:15-4:15

Special Projects (Robinson)
To be announced.

Problems of Administering a Small Manuscript Collection (B-Wickes)
John Reynolds, University Archivist and Curator of Manuscripts, Georgetown University
Options in planning; maximizing the usefulness of staff and budget; educational programs and publications.

Manuscript Program Development: Funding (A-Jones)
To be announced

Sources for Genealogical Research (B-Conyngham)
Donald A. Sinclair, Curator of Special Collections, Rutgers University Library
Reference sources; suggestions for the benefit of both the archivist and genealogist in small institutions.

Special Resource Materials: Eastern and Southern European National Groups in America (G-Barney)
Philip F. Mooney, Archivist, The Balch Institute
Glen B. Skillen, Bibliographer, The Balch Institute
Possible areas of research not yet considered for ethnic and social history; resources already held in collections.

MARAC WORKSHOPS
OCTOBER 12 and 13, 1973

FRIDAY

				Personnel and Workplace Situations	
9:30-10:30	Arrangement-Archives *Conyngham*	Arrangement-MS *Wickes*	Handling Non-MS Items (printed) *Barney*	Recruiting & Selection *Jones*	Administering Small College Archives *Robinson*
10:45-11:45	Description-Archives *Conyngham*	Description-MS *Wickes*	IRS Appraisal *Barney*	Professional Development *Jones*	Physical Security: The Records *Robinson*
12:00-1:00	Luncheon *Barry and Biddle*				
1:30-2:30	Copyright, Fair Use, & Literary Rights *Conyngham*	Problems of Administering a MS collec. *Barney*	Humidity & Deacidification *Wickes*	Affirmative Equal Opportunity *Jones*	MARAC Bylaws and Constitution *Robinson*
2:45-3:45	Selective Vocabulary: Archives & MS *Barney*	Determining Research Value of a MS Collection *Conyngham*	Special Projects *Wickes*	Professional/ Administrative Relations *Jones*	What to do before the Architect comes. *Presbyterian H. S. 425 Lombard Street*
8:00	Business Meeting *Conyngham and Wickes*				

SATURDAY

			Manuscript Program Development		Special Resource Materials
9:30-10:30	Arrangement-Archives *Conyngham*	Arrangement-MS *Wickes*	Focus of Collection *Jones*	Role of Advisory & Lay Governing Bodies *Robinson*	Black history *Barney*
10:45-11:45	Description-Archives *Conyngham*	Description-MS *Wickes*	Acquisitions *Jones*	Protection vs User Service *Robinson*	Women's History *Barney*
12:00-1:00	Luncheon *Barry and Biddle*				
1:00-2:00	Special Session - St. Louis M.P.R.C. Fire and Restoration *Barry and Biddle*				
2:00-3:00	Problems of the Small Hist. Society *Wickes*	Rare Books *Robinson*	Educational Programs and Publicity *Jones*	Retention & Disposition of Institutional Records *Conyngham*	Jewish History *Barney*
3:15-4:15	Special Projects *Robinson*	Problems in Administering a small MS Collection *Wickes*	Funding *Jones*	Sources for Genealogical Research *Conyngham*	Eastern and Southern European National Groups in America *Barney*